



MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

CIRCULAR

Date: 08.06.2024

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 10.06.2024 at 11:00 AM in the board room. All members are requested to adjust their schedules accordingly to ensure their participation.

Agenda for the Meeting:

1. Action taken report for previous minutes
2. Academic Calendar for the Academic year of 2024-2025
3. Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2024-2025
4. Teaching and learning activities enhanced with combination ICT tools & Various Pedagogies
5. Review and Analysis of Semester Results
6. Introducing German language
7. Training program of OBE

Principal

Copy to:

1. All Deans/HODs/Establishment section.
2. All the members of the Committee.
3. Administrative Office.



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INTERNAL QUALITY ASSURANCE CENTRE

MINUTES OF THE MEETING

Dr. R. Murali Prasad Principal, and Chairperson IQAC, welcomed the IQAC members for the Quarterly meeting held on 10.06.2024.

The following members were present:

S. No	Name	Designation	Portfolio
1	Dr. R. Murali prasad	Principal	Chairperson
2	Ms. Anushreya Reddy	Secretary	Member
3	Mr. K. Naga Bushanam	Controller of Examination	Member
4	Dr. B. Ravi Prasad	Dean of Academics and HOD Computer Science and Engineering	Member
5	Dr. G. Narsing rao	Dean of Research and Development	Member
6	Dr. G. Amarnath	Dean of Innovation and Incubation Centre	Member
7	Dr. V. Vara Lakshmi	Dean of Research external project & schemes	Member
8	Mr. Y. Appa rao	Dean of Student Affairs	Member
9	Dr. K. Sravanthi	Dean of Student council & clubs	Member
10	Dr. I. Adum Babu	Dean of HR	Member
11	Mr. R. Srinivas Reddy	Dean of Public & Brand building	Member
12	Mrs. Leela sravanthi	HOD Information Technology	Member
13	Mr. R. Mallikarjuna	HOD, Computer Science and Information Technology	Member
14	Dr. U. Sudhakar	HOD, Mechanical Engineering	Member
15	Dr. N. Srinivas	HOD, Electronics and Communication Engineering	Member
16	Dr. M. Saravanan	HOD, Civil Engineering	Member
17	Dr. A. Vinod	HOD, Electrical and Electronics Engineering	Member



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18	Dr. B. Rebecca	HOD, Computer Science and Engineering (Data Science)	Member
19	Dr. Parvez	HOD, Computer Science and Engineering (AI&ML)	Member
20	Ms. K. Jayasree	HOD, Computer Science and Engineering (Cyber Security)	Member
21	Dr. K. Ashok	HOD, Freshman Engineering	Member
22	Dr. K. Veeraiah	HOD, Master of business administration	Member
23	Mr. R. Hemanth	Senior Software engineer, IBM, Industrialist	Member
24	Mr. V. Sandeep	CEO, ARCEDO Systems, Industrialist	Member
25	Mr. P. Sameer Kumar	Manager, Learning Links Foundation, Alumini	Member
26	Sri. D. Narayana rao	Rtd. Senior Non-commissioned officer (NCO) stakeholder	Member
27	Mr. K. Satyanarayana	Municipal Commissioner, Dundigal	Member
28	Ms. B. Mounika	B. Tech-V Semester (IT)	Member
29	Mr. A. Tharun	B. Tech – VI Semester (CSE)	Member
30	Ms. K. Shivani	MBA – II Semester	Member
31	Mrs. S.K. Hima bindhu	Associate Dean, IQAC	Member
32	Mrs. K. Chaithanya	Dean of IQAC	Convener

IQAC Co Ordinator following points were discussed in the Meeting

Item No. 1: Action taken report for previous minutes

Item No. 2: Academic Calendar for the Academic year of 2024-2025

Item No. 3: Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2024- 2025

Item No.4: Teaching and learning activities enhanced with combination ICT tools & various Pedagogies

Item No. 5: Review and Analysis of Semester Results



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Item No. 6: Introducing German language

Item No. 7: Training program of OBE

Item No.1: Action taken report for previous minutes

Suggestion: Review of Academic Quality

Action taken: A task force has been formed to implement the Academic Quality Assurance Framework across departments, with regular reviews to ensure compliance. Student feedback has been analyzed, and action plans are being developed to improve teaching and student support. Faculty effectiveness has been assessed, leading to the proposal of a revised workload distribution model. Curriculum committees are revising programs to align with industry needs, while collaborations with businesses and experts are being strengthened to enhance input and expand internship opportunities.

Suggestion: Planning of Faculty Development Program (FDP) During Summer Vacation.

Action taken: A Faculty Development Program (FDP) was successfully conducted during the summer vacation to enhance faculty skills and academic growth. Key actions implemented included identifying training needs, inviting expert speakers, scheduling sessions, and ensuring active participation, resulting in improved teaching methodologies and research capabilities.

Suggestion: Conducting classes for Gate students

Action taken: Specialized GATE coaching sessions were successfully implemented to enhance students' exam preparedness. The program encompassed structured lesson planning, expert-led instruction, focused problem-solving exercises, and continuous assessments, ensuring optimal learning outcomes.

Suggestion: Implementation and Preparation of Syllabus for R-24 Regulation

Action taken: The syllabus for the R-24 Regulation was successfully developed and implemented, ensuring compliance with academic standards. The process included curriculum design, expert reviews, and structured content development to enhance learning effectiveness.

Suggestion: Proposal for Enhancing Outcome-Based Education (OBE)

Action taken: A comprehensive initiative to enhance Outcome-Based Education (OBE) was successfully implemented. The process encompassed curriculum refinement, faculty development, assessment framework enhancement, and continuous evaluation, ensuring improved learning outcomes and academic excellence.



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Item No.2: Academic Calendar for the Academic year of 2024-2025

The Dean of Academics presented the tentative academic calendar for 2023-2024, detailing semester schedules, examination timelines, holidays, and academic activities. The calendar is designed to ensure seamless academic operations.

Item No. 3: Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2024- 2025

The IQAC Coordinator has recommended the recruitment of additional faculty members for the academic year 2024-2025 to maintain an optimal Faculty-Student Ratio (FSR). This strategic move aims to enhance the quality of education by ensuring adequate faculty resources to effectively support student learning, research, and overall academic development.

Item No.4: Teaching and learning activities enhanced with combination ICT tools & Various Pedagogies

The higher authority has suggested that teaching and learning processes should be enhanced by effectively integrating Information and Communication Technology (ICT) tools with diverse pedagogical approaches. This strategic approach aims to create a dynamic and engaging learning environment that caters to the evolving needs of students in the digital age.

Item No. 5: Review and Analysis of Semester Results

A discussion on semester results should look at important factors like student performance, teaching quality, and course effectiveness. Reviewing these areas can help identify strengths and areas that need improvement. Giving feedback and planning ahead will help solve challenges and improve academic results.

Item No. 6: Introducing German language

Introducing German language in the B. Tech first-year curriculum can enhance students' global opportunities and technical knowledge. It improves communication skills, provides access to advanced resources, and opens doors for higher education and careers in German-speaking countries. This initiative creates a multilingual environment and helps students compete better in the global job market.

Item No. 7: Training program of Outcome Based Education

A structured training program on Outcome-Based Education (OBE) is currently being implemented to enhance faculty proficiency in contemporary pedagogical methodologies. Key discussion areas include OBE principles, curriculum design, assessment strategies, learning outcome mapping, and continuous improvement mechanisms. This initiative aims to ensure effective execution and enhance educational standards.



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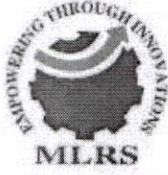
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The meeting concluded with thanks to the members

S. No	Name	Portfolio	Signature
1	Dr. R. Murali prasad	Chairperson	
2	Ms. Anushreya Reddy	Member	
3	Mr. K. Naga Bhushanam	Member	
4	Dr. B. Ravi Prasad	Member	
5	Dr. G. Narsing rao	Member	
6	Dr. G. Amarnath	Member	
7	Dr. V. Vara Lakshmi	Member	
8	Mr. Y. Appa rao	Member	
9	Dr. K. Sravanthi	Member	
10	Dr. I. Adum Babu	Member	
11	Mr. R. Srinivas Reddy	Member	
12	Mrs. Leela Sravanthi	Member	
13	Mr. R. Mallikarjuna	Member	
14	Dr. U. Sudhakar	Member	
15	Dr. N. Srinivas	Member	
16	Dr. M. Sarvanan	Member	
17	Dr. A. Vinod	Member	
18	Dr. B. Rebecca	Member	
19	Dr. Parvez	Member	
20	Ms. K. Jayasree	Member	
21	Dr. k. Ashok	Member	
22	Dr. K. Veeraiah	Member	
23	Mr. R. Hemanth	Member	
24	Mr. V. Sandeep	Member	
25	Mr. P. Sameer kumar	Member	
26	Sri. D. Narayana rao	Member	
27	Mr. K. Satyanarayana	Member	
28	Ms. B. Mounika	Member	



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29	Mr. A. Tharun	Member	<i>Tharun</i>
30	Ms. K. Shivani	Member	<i>Shivani</i>
31	Mrs. S.K. Hima bindhu	Member	<i>S.K. Hima Bindhu</i>
32	Mrs. K. Chaithanya	Convener	<i>K. Chaithanya</i>



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CIRCULAR

Date: 02.09.2024

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 03.09.2024 at 11:00 AM in the board room. All members are requested to adjust their schedules accordingly to ensure their participation.

Agenda for the Meeting:

1. Action taken report for previous minutes
2. Revision of Academic and Administrative Audit
3. Student Induction Program.
4. Organization of FDPs and Seminars on latest trends in engineering & Managements.
5. Filling of NBA Prequalifier

Principal

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2. All the members of the Committee.
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INTERNAL QUALITY ASSURANCE CENTRE

MINUTES OF THE MEETING

Dr. R. Murali Prasad Principal, and Chairperson IQAC, welcomed the IQAC members for the Quarterly meeting held on 03.09.2024.

The following members were present:

S. No	Name	Designation	Portfolio
1	Dr. R. Murali prasad	Principal	Chairperson
2	Ms. Anushreya Reddy	Secretary	Member
3	Mr. K. Naga Bushanam	Controller of Examination	Member
4	Dr. B. Ravi Prasad	Dean of Academics and HOD Computer Science and Engineering	Member
5	Dr. G. Narsing rao	Dean of Research and Development	Member
6	Dr. G. Amarnath	Dean of Innovation and Incubation Centre	Member
7	Dr. V. Vara Lakshmi	Dean of Research external project & schemes	Member
8	Mr. Y. Appa rao	Dean of Student Affairs	Member
9	Dr. K. Sravanthi	Dean of Student council & clubs	Member
10	Dr. I. Adum Babu	Dean of HR	Member
11	Mr. R. Srinivas Reddy	Dean of Public & Brand building	Member
12	Mrs. Leela Sravanthi	HOD Information Technology	Member
13	Mr. R. Mallikarjuna	HOD, Computer Science and Information Technology	Member
14	Dr. U. Sudhakar	HOD, Mechanical Engineering	Member
15	Dr. N. Srinivas	HOD, Electronics and Communication Engineering	Member
16	Dr. M. Saravanan	HOD, Civil Engineering	Member



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17	Dr. A. Vinod	HOD, Electrical and Electronics Engineering	Member
18	Dr. B. Rebecca	HOD, Computer Science and Engineering (Data Science)	Member
19	Dr. Parvez	HOD, Computer Science and Engineering (AI&ML)	Member
20	Ms. K. Jayasri	HOD, Computer Science and Engineering (Cyber Security)	Member
21	Dr. k. Ashok	HOD, Freshman Engineering	Member
22	Dr. K. Veeraiah	HOD, Master of business administration	Member
23	Mr. R. Hemanth	Senior Software engineer, IBM, Industrialist	Member
24	Mr. V. Sandeep	CEO, ARCEDO Systems, Industrialist	Member
25	Mr. P. Sameer Kumar	Manager, Learning Links Foundation, Alumni	Member
26	Sri. D. Narayana rao	Rtd. Senior Non-commissioned officer (NCO) stakeholder	Member
27	Mr. K. Satyanarayana	Municipal Commissioner, Dundigal	Member
28	Ms. B. Mounika	B. Tech-V Semester (IT)	Member
29	Mr. A. Tharun	B. Tech – VI Semester (CSE)	Member
30	Ms. K. Shivani	MBA – II Semester	Member
31	Mrs. S.K. Hima bindhu	Associate Dean, IQAC	Member
32	Mrs. K. Chaithanya	Dean of IQAC	Convener

IQAC Co Ordinator following points were discussed in the Meeting:

Item No.1: Action taken report for previous minutes

Item No.2: Revision of Academic and Administrative Audit

Item No.3: Student Induction Program.

Item No.4: Organization of FDPs and Seminars on latest trends in engineering & Managements



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Item No.5: Filling of NBA Pre qualifier

Item No.1: Action taken report for previous minutes

1. Suggestion: Draft the Academic Calendar for the Academic year of 2024-2025

Action Taken: The suggestions for the Academic Calendar 2024-2025 were reviewed and necessary adjustments were incorporated. The final calendar was approved for implementation.

2. Suggestion: Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2024- 2025

Action taken: Faculties were recruited as per AICTE guidelines

3. Suggestion: Teaching and learning activities enhanced with combination ICT tools & Various Pedagogies

Action taken: Teaching and learning activities have been enhanced through the integration of ICT tools and innovative pedagogical approaches. This includes the adoption of digital platforms, interactive methodologies, multimedia resources, and data-driven assessments, ensuring a more effective and engaging learning experience.

4. Suggestion: Review and Analysis of Semester Results

Action taken: A thorough review and analysis of semester results were successfully conducted to assess student performance and identify areas for enhancement. The process involved data-driven assessments, faculty deliberations, and strategic interventions, resulting in improved academic outcomes and enhanced learning effectiveness.

5. Suggestion: Introducing German language

Action taken: The German language program was successfully introduced to improve students' language skills and global competency. The implementation included developing a structured curriculum, expert-led teaching, interactive learning sessions, and assessment methods, ensuring effective language learning and engagement. Additionally, the program was launched in collaboration with Ramakrishna Math at MLRITM College, further enriching the learning experience through cultural and educational support.

6. Suggestion: Training program on Outcome Based Education



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Action taken: A training program on Outcome-Based Education (OBE) was successfully conducted to enhance faculty skills in modern teaching methods. It included structured workshops, curriculum alignment, assessment framework development, and continuous evaluation strategies, ensuring effective implementation and improved educational outcomes.

Item No.2: Revision of Academic and Administrative Audit

Dean of IQAC presented the revised academic and Administration Audit form. Detailed discussion on audit form was held and modified as per suggestions given the Chairperson

Item No.3: Student Induction Program

An induction program is scheduled to be conducted in the First week of September to create awareness among first-year students. The program will feature presentations by the Principal and Deans, along with department-level sessions led by industry experts, focusing on human values and professional ethics

Item No.4: Organization of FDPs and Seminars on latest trends in engineering & Managements

The higher authorities have advised all Heads of Departments to organize webinars, FDPs, and seminars on the latest trends in engineering and management. In line with this directive, our institute will host an offline AICTE Training and Learning (ATAL) Faculty Development Program (FDP) on "**Wireless Cognitive Radio Sensor Networks for Next-Generation Communication Systems.**" This program is scheduled to be held from **September 9, 2024, to September 14, 2024.**

Item No.5: Filling of NBA Prequalifier

Each department's NBA criteria in-charge is responsible for accurately completing the Prequalifier as part of the accreditation process. This includes gathering relevant data, documenting progress, and ensuring alignment with NBA standards.

The meeting concluded with thanks to the members:



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3	Mr. K. Naga Bhushanam	Member	
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26	Sri. D. Narayana rao	Member	
27	Mr. K. Satyanarayana	Member	
28	Ms. B. Mounika	Member	



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29	Mr. A. Tharun	Member	<i>Tharun</i>
30	Ms. K. Shivani	Member	<i>Shivani</i>
31	Mrs. S.K. Hima bindhu	Member	<i>S.K. Hima Bindhu</i>
32	Mrs. K. Chaithanya	Convener	<i>K. Chaithanya</i>



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CIRCULAR

Date: 07.12.2024

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 10.12.2024 at 11:00 AM in the board room. All members are requested to adjust their schedules accordingly to ensure their participation.

Agenda for the Meeting:

1. Action taken report for previous minutes
1. Discussion on activities of Academic calendar for next session
2. All Departments students are encouraged to participate in field & Industrial visits
3. Planning and Improvement R&D research Initiatives
4. Review on NAAC criteria
5. Quality Initiatives

Principal

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3	Mr. K. Naga Bhushanam	Controller of Examination	Member
4	Dr. B. Ravi Prasad	HOD Computer Science and Engineering and Dean of Academics	Member
5	Dr. G. Narsing rao	Dean of Research and Development	Member
6	Dr. G. Amarnath	Dean of Innovation and Incubation Centre	Member
7	Dr. V. Vara Lakshmi	Dean of Research external project & schemes	Member
8	Mr. Y. Appa rao	Dean of Student Affairs	Member
9	Dr. K. Sravanthi	Dean of Student council & clubs	Member
10	Dr. I. Adum Babu	Dean of HR	Member
11	Mr. R. Srinivas Reddy	Dean of Public & Brand building	Member
12	Mrs. Leela Sravanthi	HOD Information Technology	Member
13	Mr. R. Mallikarjuna	HOD, Computer Science and Information Technology	Member
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15	Dr. N. Srinivas	HOD, Electronics and Communication Engineering	Member
16	Dr. M. Saravanan	HOD, Civil Engineering	Member
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30	Ms. K. Shivani	MBA – II Semester	Member
31	Mrs. S.K. Hima bindhu	Associate Dean, IQAC	Member
32	Mrs. K. Chaithanya	Dean of IQAC	Convener

IQAC Co Ordinator following points were discussed in the Meeting:

Item No.1: Action taken report for previous minutes

Item No.2: Discussion on activities of Academic calendar for next session

Item No.3: All Departments students are encouraged to participate in field & Industrial visits

Item No.4: Planning and Improvement R&D research Initiatives

Item No.5: Review on NAAC criteria

Item No.6: Quality Initiatives



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Item No.1: Action taken report for previous minutes

Suggestion: Revision of Academic and Administrative Audit

Action taken: The Academic and Administrative Audit was successfully revised to improve institutional efficiency and ensure compliance with quality standards. The process involved a thorough review of academic activities, administrative procedures, and performance measures, promoting continuous improvement and better management.

Suggestion: Student Induction Program

Action Taken: A task force has been formed to implement the Academic Quality Assurance Framework across departments, with regular reviews to ensure compliance. Student feedback has been analyzed, and action plans are being developed to improve teaching and student support. Faculty effectiveness has been assessed, leading to the proposal of a revised workload distribution model. Curriculum committees are revising programs to align with industry needs, while collaborations with businesses and experts are being strengthened to enhance input and expand internship opportunities.

Suggestion: Organization of FDPs and Seminars on latest trends in engineering & Managements

Action taken: Faculty Development Programs (FDPs) and seminars on the latest trends in engineering and management were successfully conducted. These included expert-led sessions, interactive discussions, and knowledge-sharing platforms, helping faculty and participants stay updated with emerging industry developments.

Suggestion: Filling of NBA AQAR

Action taken: The NBA AQAR was successfully completed and submitted to meet accreditation standards. The process involved data collection, documentation of academic and administrative activities, performance analysis, and quality enhancement measures to ensure continuous institutional improvement.

Item No.2: Discussion on activities of Academic calendar for next session

The Dean of Academics presented the tentative academic calendar for 2023-2024, detailing semester schedules, examination timelines, holidays, and academic activities. The calendar is designed to ensure seamless academic operations.



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Item No.3: All Departments students are encouraged to participate in field & Industrial visits

As part of the Faculty Development Program (FDP) organized by the Department of Electronics and Communication Engineering (ECE), faculty members, along with 50 participants and selected students from the department, visited the Central Institute of Tool Design (CITD) in Balanagar. This visit provided an opportunity for participants to gain practical insights into advanced tool design and manufacturing techniques, further enriching their technical knowledge and fostering industry-academic collaboration. The experience allowed both faculty and students to observe real-world applications of engineering concepts, enhancing their understanding of industry standards and practices.

Item No.4: Planning and Improvement R&D research Initiatives

Let's discuss two key areas for planning and improving our research initiatives. To enhance our research initiatives, we must align them with organizational goals and optimize resources to address challenges like budget overruns and delays. Implementing prioritization and better forecasting will improve efficiency and impact.

Item No.5: Review on NAAC criteria

The IQAC will establish a weekly schedule to review NAAC tasks and hold discussions with the NAAC in-charges regarding documentation preparation. These sessions, conducted in the boardroom, will focus on assessing progress, addressing challenges, and ensuring that documentation aligns with NAAC standards. This structured approach will help streamline the accreditation preparation process across all departments

Item No.6: Quality Initiatives

- Advanced laboratories to be added in the curriculum
- Internship to be mandatory in the curriculum and assign some credits
- Value added courses to be identified in relevance to the present industry requirements
- Conduction of Induction program for both students and faculty members
- Special language communication classes for students who joined from rural background
- Establishment of skill enhancement and research consultancy division for effective functioning
- Increase number of awareness programs on outreach and inclusive activities
- Regular audit of physical and academic supporting facilities
- Improve Student participation in sports and cultural events organized by the national and interstate/University level.



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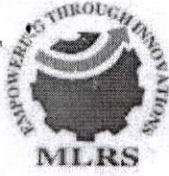
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The meeting concluded with thanks to the members

S. No	Name	Portfolio	Signature
1	Dr. R. Murali prasad	Chairperson	
2	Ms. Anushreya Reddy	Member	
3	Mr. K. Naga Bushanam	Member	
4	Dr. B. Ravi Prasad	Member	
5	Dr. G. Narsing rao	Member	
6	Dr. G. Amarnath	Member	
7	Dr. V. Vara Lakshmi	Member	
8	Mr. Y. Appa rao	Member	
9	Dr. K. Sravanthi	Member	
10	Dr. I. Adum Babu	Member	
11	Mr. R. Srinivas Reddy	Member	
12	Mrs. Leela Sravanthi	Member	
13	Mr. R. Mallikarjuna	Member	
14	Dr. U. Sudhakar	Member	
15	Dr. N. Srinivas	Member	
16	Dr. M. Sarvanan	Member	
17	Dr. A. Vinod	Member	
18	Dr. B. Rebecca	Member	
19	Dr. Parvez	Member	
20	Ms. K. Jayasree	Member	
21	Dr. K. Ashok	Member	
22	Dr. K. Veeraiah	Member	
23	Mr. R. Hemanth	Member	
24	Mr. V. Sandeep	Member	
25	Mr. P. Sameer kumar	Member	
26	Sri. D. Narayana rao	Member	
27	Mr. K. Satyanarayana	Member	
28	Ms. B. Mounika	Member	



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29	Mr. A. Tharun	Member	<i>Tharun</i>
30	Ms. K. Shivani	Member	<i>Shivani</i>
31	Mrs. S.K. Hima bindhu	Member	<i>S.K. Hima Bindhu</i>
32	Mrs. K. Chaithanya	Convener	<i>K. Chaithanya</i>